

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION

SPECIAL PROVISION : DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

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INTRODUCTION

The intent of this special provision is that all bidders use low quotes for the purpose of maintaining a level playing field for all participants in the bidding process and to sustain a discrimination free environment. Bidders who demonstrate a pattern of possible discrimination through consistent and repeated under-utilization of DBE's may be subject to investigation and/or sanctions allowed by regulation, administrative rule or law.

49 Code of Federal Regulations Part 26 (CFR) states that the contractor, subrecipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Contractors shall carry out applicable requirements of 49 CFR Part 26 in the solicitation, award and administration of USDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

In addition, Title VI assures that no person or group of persons may, on the grounds of race, color, national origin, sex, age, or handicap or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs or activities administered by the Department. For information regarding Title VI, see the 2000 DBE Program Administration Manual.

The two paragraphs above apply to every contractor on the project, including every tier of subcontractor. It is the prime contractor's or subcontractor's responsibility to include the two above paragraphs in every subcontract.

If there is a discrepancy, this special provision takes precedence over the DBE section of the April 2000 External Civil Rights Manual, because the special provision is more recent than the civil rights manual.

The contractor is required to complete Form A, Form B (unless the contractor provides copies of quotes), and Form C, all within the assigned time frames.

In this special provision:

“Apparent low bidder” means the bidder whose bid is read as low bid at the bid opening.

“Contractor” means ALL DBE (including MBE and WBE) and non-DBE firms, including prime contractors, subcontractors, suppliers, brokers, vendors, regular dealers, and manufacturers.

“Prime contractor” means bidders or contractors who are submitting proposals on this project.

SOLICITATION EFFORTS

The following is a list of actions a bidder **may** use (including DBE primes) in an honest and sincere intent and purpose to obtain DBE participation.

1. ADVERTISE

- A. The prime contractor may place an advertisement soliciting DBE participation in either general circulation media or the DBE newsletter before the bid opening. "General circulation media" means a newspaper in the area of a project or a trade association publication such as The Construction Bulletin.
- B. Prime contractors who submit their proposals by mail should indicate in their advertisement that they will be mailing their bid and provide a date and time by which all quotes may be submitted for consideration, and where quotes should be sent.
- C. The disadvantaged business enterprises's newsletter is published two weeks before each bid opening. Request for ads in the newsletter must be received, in writing, by the supportive services contractor (SSC) no later than noon (Central time), 2 weeks before the bid opening date. The address of the supportive services contractor is: Jim Laducer, Laducer & Associates, Inc., 2001 Missouri Drive, Mandan, ND 58554, phone (701) 667-1980, fax (701) 667-2970.

2. SIGN IN

Prime contractors, **may**:

- D. Either sign in, in person, or call in (701-258-7000) at the supportive services room at the Bismarck Doublewood Inn, 1-94 and Exit 159, between 1 p.m. and 4 p.m. (Central time) the day before the bid opening date.
- E. Designate at that time which jobs they are bidding on.
- F. Provide information (the location, phone and fax numbers) as to where they can be contacted by businesses wishing to submit quotes, and have a representative available to receive and discuss quotes between 4 p.m. and 7 p.m. (Central Time) at that contact location or numbers.

There will also be a sign in sheet for DBEs and other contractors. This is not a requirement, only an option to make themselves available for solicitation of additional work.

GUIDELINES FOR SUBMITTING QUOTES

All businesses are strongly encouraged to follow these guidelines when quoting.

- A. Indicate the date of the bid opening, job number, and project number being quoted.
- B. Include bid item numbers and units or quantities.
- C. Use bid items and quantities from the proposal rather than from the Notice to Bidders.
- D. Show all calculations on the quote.
- E. Indicate whether mobilization is included, cost of bond if required, and any other special conditions.
- F. Indicate if a quote does not include something required by the specifications for a particular bid item.

G. Trucking quotes should include type and number of units available and their capacity.

H. Provide separate quotes for each project (each quote on a separate page).

SUBMITTING QUOTES TO DEPARTMENT OF TRANSPORTATION

Suppliers of asphalt and aggregates also all subcontractors, should submit a copy of all quotes given for each project by 8 PM Central Time the night before the bid opening. This includes quotes from all tiers of subcontractors. Information should be submitted to the DBE Liaison Officer, North Dakota Department of Transportation, by fax (701-328-1965) or drop box in the DBE supportive services room. This is for developing the bidders list and monitoring of the low quote concept.

FORM A

Form A must be submitted by the apparent low bidder, to the DBE Liaison Officer, by noon Central Time on the next working day following the bid opening. Form A is a list of all low quotes being used by the apparent low bidder. Bidders are encouraged to use low quote, and accept all quotes for work and materials to be sublet, the two exceptions are as follows:

1. When the low bidder can give an acceptable explanation of why the low quote was not used.
2. When the low bidder chooses to do the work with their own firm.

FORM B OR COPIES OF QUOTES

All bidders must submit Form B or copies of all quotes received, within 10 days after the bid opening. Information should be submitted to the DBE Liaison Officer, North Dakota Department of Transportation. The copies of the quotes must be clearly sorted and separated by job. This is for developing the bidders list and monitoring of the low quote concept.

FORM C

Within 10 working days after the bid opening all apparent low bidders **must** submit a Form C for each DBE listed on Form A to the address below, unless NDDOT grants an extension of time.

- A. No award will be made on a project until all Form C's, for each DBE, are submitted to the NDDOT. The contractor and DBE must both sign this form and it applies to all tiers of subcontractors working with DBE's.
- B. Forms C's may be faxed to the DBE Liaison Officer, 701-328-1965 or mailed to 608 East Boulevard, Bismarck, ND 58505-0700.
- C. Signatures need not be original; faxed signatures are acceptable.
- D. If Form C contains additional pages or an attachment, each page or attachment must be signed by the intended DBE.
- E. If Form A and Form C contain different information (e.g., bid items numbers, quantities, or dollar amounts), the prime contractor must explain the difference in writing to NDDOT when submitting Form C.

FAILURE TO PROVIDE REQUIRED DOCUMENTATION

Prime contractors and subcontractors are encouraged to discuss the requirements of this special provision with all bidders providing quotes on a specific project.

Prime contractors may be denied future quoting or bidding privileges if they failed to provide copies of all quotes or Form B. Apparent low bidders may be denied same for failure to submit Form A and Form C as required.

LIST OF PARTICIPATION

Generally, the DBE/Contractor list is posted to the NDDOT web site at <http://www.state.nd.us/dot/dbebidinfo.html> two working days after the bid opening. To request a paper copy of the DBE/Contractor participation web site listing contact DBE Liaison Officer, North Dakota Department of Transportation, 608 East Boulevard Avenue, Bismarck, ND 58505-0700, fax (701) 328-1965, phone (701)328-2576.

CONSTRUCTION PROGRESS CHART REQUIREMENT

Before the award of the contract, the apparent low bidder must create a construction progress chart for each DBE to be used on the contract (excluding oil haulers, suppliers, brokers, vendors, regular dealers, or manufacturers). The chart must state the type of work to be performed and when it will be performed.

The apparent low bidder must supply all charts to the Department and the appropriate chart to each DBE to be used on the contract.

AWARD OF CONTRACT

Contract award will be made to the bidder who submits the lowest responsive proposal meeting the prebid and preaward requirements.

CONTRACT MONITORING AND REPORTING

The prime contractor must submit a completed copy of the DBE Participation Certification (SFN 14268), signed by the prime contractor and the DBE, to the project engineer upon completion of the contract to verify DBE participation. This includes DBE's used that were not included on Form A.

MAINTAINING RECORDS & TRACKING PAYMENTS

The Department will require prime contractors and subcontractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection, upon request, by any authorized representative of the NDDOT or USDOT. This reporting requirement also applies to any certified DBE.

Prime contractors and subcontractors must keep a running tally of actual payments to DBEs for work committed to them at any time during the life of the contract. Prime contractors and subcontractors will be required to give NDDOT a record of payment by the tenth working day after the October-December quarter, the tenth working day after the January-March quarter, the tenth working day after the April-June quarter, and the tenth working day after the months of July, August, and September. The record must contain the name of the prime contractor or subcontractor, the project number, and the amount paid to the DBE for the reporting period only. Send the record to the DBE Liaison Officer, North Dakota Department of Transportation, 608 E. Boulevard Ave., Bismarck, ND 58505-0700.

NDDOT may perform interim audits of contract payments to DBEs to ensure that the actual amount paid to DBEs equals or exceeds the dollar amount stated on Form C.

MONITORING AND ENFORCEMENT MECHANISMS

The Department will bring to the attention of the USDOT any false, fraudulent, or dishonest conduct in connection with the program, so that USDOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, or referral to the USDOT Inspector General for action under Suspension and Debarment or Program Fraud and Civil Remedies rules) provided in §26.107. The Department will also consider similar action under its own legal authorities, including responsibility determinations in future contracts.

COUNTING DBE PARTICIPATION

This segment is provided in this special provision to help contractors and DBEs determine the dollar value of the work DBEs will actually be performing. The federal regulations on counting DBE participation toward the Department's annual goal, as provided in 49 CFR Part 26.55, is as follows:

1. When a DBE participates in a contract, the Department counts only the value of the work actually performed by the DBE toward DBE goals.
 - A. The Department counts the entire amount of that portion of a construction contract (or other contract not covered by paragraph 1B of this section) that is performed by the DBE's own forces. Included are the cost of supplies and materials obtained by the DBE for the work of the contract, including supplies purchased or equipment leased by the DBE (except supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliate).
 - B. The Department counts the entire amount of fees or commissions charged by a DBE firm for providing a bona fide service, such as professional, technical, consultant, or managerial services, or for providing bonds or insurance specifically required for the performance of a USDOT-assisted contract, toward DBE goals, if the Department determines the fee to be reasonable and not excessive as compared with fees customarily allowed for similar services.
 - C. When a DBE subcontracts part of the work of its contract to another firm, the value of the subcontracted work may be counted toward DBE goals only if the DBE's subcontractor is also a DBE. Work that a DBE subcontracts to a non-DBE firm does not count toward DBE goals.
2. When a DBE performs as a participant in a joint venture, the Department counts a portion of the total dollar value of the contract equal to the distinct, clearly defined portion of the work of the contract that the DBE performs with its own forces toward DBE goals.
3. The Department counts expenditures to a DBE contractor toward DBE goals only if the DBE is performing a commercially useful function on that contract.
 - A. A DBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the DBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether a DBE is performing a commercially useful function, the Department must evaluate the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing and the DBE credit claimed for its performance of the work, and other

relevant factors.

- B. A DBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, the Department must examine similar transactions, particularly those in which DBEs do not participate.
 - C. If a DBE does not perform or exercise responsibility for at least 30 percent of the total cost of its contract with its own work force, or the DBE subcontracts a greater portion of the work of a contract than would be expected on the basis of normal industry practice for the type of work involved, the Department must presume that it is not performing a commercially useful function.
 - D. When a DBE is presumed not to be performing a commercially useful function as provided in paragraph 3C of this section, the DBE may present evidence to rebut this presumption. The Department may determine that the firm is performing a commercially useful function given the type of work involved and normal industry practices.
 - E. The Department's decisions on commercially useful function matters are subject to review by the concerned operating administration, but are not administratively appealable to USDOT.
4. The Department will use the following factors in determining whether a DBE trucking company is performing a commercially useful function:
- A. The DBE must be responsible for the management and supervision of the entire trucking operation for which it is responsible on a particular contract, and there cannot be a contrived arrangement for the purpose of meeting DBE goals.
 - B. The DBE must itself own and operate at least one fully licensed, insured, and operational truck used on the contract.
 - C. The DBE receives credit for the total value of the transportation services it provides on the contract using trucks it owns, insures, and operates using drivers it employs.
 - D. The DBE may lease trucks from another DBE firm, including an owner-operator certified as a DBE. The DBE leasing trucks from another DBE receives credit for the total value of the transportation services the lessee DBE provides on the contract.
 - E. The DBE may also lease trucks from a non-DBE firm, including an owner-operator. The DBE who leases trucks from a non-DBE is entitled to credit only for the fee or commission it receives as a result of the lease arrangement. The DBE does not receive credit for the total value of the transportation services provided by the lessee, since these services are not provided by a DBE.
 - F. For purposes of this paragraph (4), a lease must indicate that the DBE has exclusive use of and control over the truck. This does not preclude the leased truck from working for others during the term of the lease with the consent of the DBE, so long as the lease gives the DBE absolute priority for use of the leased truck. Leased trucks must display the name and identification number of the DBE.
5. The Department counts expenditures with DBEs for materials or supplies toward DBE goals as provided in the following:
- A. If the materials or supplies are obtained from a DBE manufacturer, count 100% of the cost of

the materials or supplies toward DBE goals.

- (1) For purposes of this paragraph (5A), a manufacturer is a firm that operates or maintains a factory or establishment that produces, on the premises, the materials, supplies, articles, or equipment required under the contract and of the general character described by the specifications.

B. If the materials or supplies are purchased from a DBE regular dealer, count 60 percent of the cost of the materials or supplies toward DBE goals.

- (1) For purposes of this section, a regular dealer is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business.
 - a. To be a regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question.
 - b. A person may be a regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone, or asphalt without owning, operating, or maintaining a place of business as provided in this paragraph (5B[1]) if the person both owns and operates distribution equipment for the products. Any supplementing of regular dealers' own distribution equipment shall be by a long-term lease agreement and not on an ad hoc or contract-by-contract basis.
 - c. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not regular dealers within the meaning of this paragraph (5B).

C. With respect to materials or supplies purchased from a DBE which is neither a manufacturer nor a regular dealer, count the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on a job site, toward DBE goals, if the Department determines the fees to be reasonable and not excessive as compared with fees customarily allowed for similar services. Do not count any portion of the cost of the materials and supplies themselves toward DBE goals, however.

6. If a firm is not currently certified as a DBE in accordance with the standards of subpart D of this part at the time of the execution of the contract, the Department does not count the firm's participation toward any DBE goals, except as provided for in §26.87(i).
7. The Department does not count the dollar value of work performed under a contract with a firm after it has ceased to be certified toward the Department's overall annual goal.
8. The Department does not count the participation of a DBE subcontractor toward the prime contractor's DBE achievements or the Department's overall annual goal until the amount being counted toward the goal has been paid to the DBE.

CONTRACTOR PARTICIPATION

North Dakota Department of Transportation, Civil Rights Office
SFN 52012 (10-2000)

FORM A

Contractor		Phone
Job No.	Project No.	Bid Opening Date

By noon (Central time) on the next work day following the bid opening, all apparent low bidders must provide a list of the contractors intended for use on this project to the NDDOT Civil Rights Office. The information provided may be submitted on this Form A or on a computer-generated form, giving the same information, attached to this Form A. If the prime contractor intends to use DBE quotes received from a subcontractor, the prime contractor **must** attach the subcontractor's Form A to the prime contractor's Form A.

PRINT ALL NUMBERS CLEARLY AND LEGIBLY.

- For each contractor, the specific bid item numbers to be performed and the total dollar value **must** be listed.
- If the contractor is going to do only a portion of a bid item (supply, haul, etc.), this **must** be so noted, in parenthesis, after the bid item number.
- If the information provided on Form C **differs** from the information provided on this Form A (bid item numbers, quantities, or dollar amounts), the prime contractor **must** provide, with the Form C, a written explanation for the difference.
- The contractors listed must be used with two exceptions:
 - The contractor fails to perform.
 - By mutual, written agreement between the contractor listed and the prime contractor, a substitute contractor is used.

The bidder **must** use the DBEs listed for the intended work indicated on Form A.

For DBE subcontractors, suppliers (regular dealers), and manufacturers, **list only the amount of work to be completed with each DBE's own forces and equipment.**

DBE trucking firms **must** list only the amount of hauling to be performed with each DBE's **own trucks and employees.**

DBE prime contractors **must** list the work they will perform with their **own forces and equipment** and any work subcontracted to or materials purchased from other DBEs.

ALL PRIME CONTRACTORS MUST SIGN THIS: I certify that the low quote in all categories of work quoted by the contractors to follow have been used. In addition, I understand that If I **checked an exception to the low bid**, I must provide a detailed, written analysis for the bid items included in the quotes in question.

Print Name and Title

Signature

Name of Contractor	
List Specific Bid Item Numbers, or Products to be Supplied	
Check One <input type="checkbox"/> Low Quote or <input type="checkbox"/> Exception to Low Quote	Total Dollar Value \$

Name of Contractor	
List Specific Bid Item Numbers, or Products to be Supplied	
Check One <input type="checkbox"/> Low Quote or <input type="checkbox"/> Exception to Low Quote	Total Dollar Value \$

Name of Contractor	
List Specific Bid Item Numbers, or Products to be Supplied	
Check One <input type="checkbox"/> Low Quote or <input type="checkbox"/> Exception to Low Quote	Total Dollar Value \$

FORM A (continued)

Name of Contractor	
List Specific Bid Item Numbers, or Products to be Supplied	
Check One <input type="checkbox"/> Low Quote or <input type="checkbox"/> Exception to Low Quote	Total Dollar Value \$

Name of Contractor	
List Specific Bid Item Numbers, or Products to be Supplied	
Check One <input type="checkbox"/> Low Quote or <input type="checkbox"/> Exception to Low Quote	Total Dollar Value \$

Name of Contractor	
List Specific Bid Item Numbers, or Products to be Supplied	
Check One <input type="checkbox"/> Low Quote or <input type="checkbox"/> Exception to Low Quote	Total Dollar Value \$

Name of Contractor	
List Specific Bid Item Numbers, or Products to be Supplied	
Check One <input type="checkbox"/> Low Quote or <input type="checkbox"/> Exception to Low Quote	Total Dollar Value \$

Name of Contractor	
List Specific Bid Item Numbers, or Products to be Supplied	
Check One <input type="checkbox"/> Low Quote or <input type="checkbox"/> Exception to Low Quote	Total Dollar Value \$

Name of Contractor	
List Specific Bid Item Numbers, or Products to be Supplied	
Check One <input type="checkbox"/> Low Quote or <input type="checkbox"/> Exception to Low Quote	Total Dollar Value \$

Name of Contractor	
List Specific Bid Item Numbers, or Products to be Supplied	
Check One <input type="checkbox"/> Low Quote or <input type="checkbox"/> Exception to Low Quote	Total Dollar Value \$

Use additional pages, following the same format, if necessary.

The NDDOT DBE Liaison Officer can be contacted at:

Civil Rights Office
ND Department of Transportation
608 E. Boulevard Ave.
Bismarck, ND 58505-0700

digoe@state.nd.us
phone (701) 328-2576
fax (701) 328-1965

FORM B

Contractor		Phone ()
Job No.	Project No.	Bid Opening Date

Within 10 working days after the bid opening, for each project, all prime contractors **must submit either:**

- I a completed Form B or
- I copies of all quotes received

This includes information from all tiers of subcontractors for the project.

List below the names of all businesses, including subcontractors, suppliers, vendors, regular dealers, manufacturers, and brokers who provided you quotes for this project. This includes information from any large subcontractor who also provided you a quote on this project and their subcontractors, suppliers, vendors, regular dealers, manufactures, and brokers.

Name of Business	Contact Person	Phone ()
Mailing Address		Type of Work (See Reverse Side for Codes)
Name of Business	Contact Person	Phone ()
Mailing Address		Type of Work (See Reverse Side for Codes)
Name of Business	Contact Person	Phone ()
Mailing Address		Type of Work (See Reverse Side for Codes)
Name of Business	Contact Person	Phone ()
Mailing Address		Type of Work (See Reverse Side for Codes)
Name of Business	Contact Person	Phone ()
Mailing Address		Type of Work (See Reverse Side for Codes)
Name of Business	Contact Person	Phone ()
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Name of Business	Contact Person	Phone ()
Mailing Address		Type of Work (See Reverse Side for Codes)
Name of Business	Contact Person	Phone ()
Mailing Address		Type of Work (See Reverse Side for Codes)
Name of Business	Contact Person	Phone ()
Mailing Address		Type of Work (See Reverse Side for Codes)

Use additional pages, following the same format, if necessary.

FORM B (continued)

A-1	Engineering - Professional services - design or construction inspections performed by an engineering firm.
A-4	Other - Other professional services such as supportive services and research contracts.
B-1	Grading/Drainage - Grading, drainage, clearing and related construction items.
B-2	Paving - Construction of base course, pavements and related items.
B-3	Structures/Buildings - Bridge Construction operations, including piling, substructure, superstructure, etc., and building construction, including plumbing, heating, electrical.
B-4	Trucking - For the hauling of earthwork or other materials for a construction project.
B-5	Traffic Control - Permanent traffic control items such as signs/signals, markings, and temporary traffic control items such as barricades and flagging.
B-6	Landscaping - Landscaping, seeding, sodding, erosion control and related items.
B-7	Other - Other construction activities such as lighting contracts and guard rail.
C-1	Supplies - The packaging and shipment of a product (materials, goods, and supplies) and the furnishing of BULK ITEMS which are incorporated in a construction project. <div style="display: flex; justify-content: space-between;"> <div> C-1 Aggregate C-2 Concrete C-3 Electrical C-4 General </div> <div> C-5 Petroleum Products C-6 Pipe C-7 Ready Mix </div> </div>
D	Manufacture - The physical production of materials and supplies through standard manufacturing processes obtained by a contractor for incorporation in a construction project.
E	Equipment - Purchases/rental of equipment for use on a specific construction project.

The DBE Liaison Officer can be contacted at:

CIVIL RIGHTS OFFICE
ND DEPT OF TRANSPORTATION
608 E BOULEVARD AVE
BISMARCK ND 58505-0700

E-mail: digoe@state.nd.us
Phone: (701) 328-2576
Fax: (701) 328-1965

NOTIFICATION OF INTENT TO USE DBE

North Dakota Department of Transportation, Civil Rights Office
SFN 52160 (Rev. 10-2000)

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FORM C

1. The prime contractor and any subcontractors who listed DBE Participation on Form A **must** complete a Form C for each of their respective, intended DBEs. The prime contractor is responsible for the completion and submission of a Form C for each DBE commitment made by any lower-tier subcontractor.
2. If the information on a Form C **differs** from the information provided on Form A (bid item numbers, quantities, or dollar amounts), a written explanation for the difference **must** be provided with the Form C.
3. The Form C **must be signed** by the prime contractor or subcontractor and their respective, intended DBE. If Form C contains additional pages or an attachment, each page **must** be signed by the intended DBE. Signatures do not have to be original (faxed signatures are acceptable).
4. The forms **must** be returned to the NDDOT Civil Rights Office **within ten working days** after the bid opening. Forms may be faxed to the Civil Rights Office at (701) 328-1965, followed by a hard copy. **Award will not be made** until a Form C is received for each intended DBE listed on Form A.

This form is NOT a contract and does not take the place of any contract. It is an indication to NDDOT that all DBEs listed on Form A understand they will be used on this project.

Prime Contractor or Subcontractor	Project No.	
Intended DBE	Bid Opening Date	Job No.

Bid Item Nos.	Work Description	Units	Approx. Quantity	Unit Costs	Amount
	Total				

Comments	

Prime Contractor/Subcontractor Signature	Title	Date
Intended DBE Signature	Title	Date

The NDDOT DBE Liaison Officer can be contacted at the Civil Rights Office, ND Department of Transportation, 608 E. Boulevard Ave., Bismarck, ND 58505-0700, digoe@state.nd.us, phone (701) 328-2576, or fax (701) 328-1965.